

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: DECEMBER 1, 2016

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS CONOVER  
SOKOL  
SIMPSON  
MERLINO  
DICKINSON  
GIRARD  
MCDEVITT  
BRAYMER

**OTHERS PRESENT:**

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS LEGGETT  
MONTESI  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MIKE SWAN, COUNTY TREASURER  
PATRICIA NENNINGER, PERSONNEL OFFICER  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS SEEGER  
FRASIER  
BEATY

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*Please note, the following contains a summarization of the December 1, 2016 meeting of the Finance, Personnel & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/finance/>*

Mr. Conover called the meeting of the Finance, Personnel & Higher Education Committee to order at 9:39 a.m.

Motion was made by Ms. Braymer, seconded by Mr. Dickinson and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. Conover apprised for informational purposes the balance of Contingent Account was \$16,140.

Commencing the Agenda review, Mr. Conover offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response, he moved on to Agenda Item 2, which requested approval of the transfers of funds as attached for Committee approval.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Proceeding to Agenda Item 3, Mr. Conover pointed out that the agenda included the monthly report provided on vacancies filled since the last Committee meeting; he encouraged anyone with questions to contact Jackie Figueroa, *County Human Resources Director*.

Mr. Conover informed Agenda Item 4 pertained to a referral from the County Facilities Committee, *Buildings & Grounds*, regarding a request to establish Capital Project H370, *Municipal Center Employee Parking Lot Mill and Pave*, in the amount of \$80,000 using available funds within the existing Buildings Budget.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Moving along, Mr. Conover apprised Agenda Item 5 pertained to a referral from the Criminal Justice & Public Safety Committee, *Public Defender*, concerning a request to amend the County Budget in the amount of \$1,200 to reflect the receipt of funds from the Office of Indigent Legal Services.

Motion was made by Mr. Dickinson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Continuing with the Agenda review with Items 6A-B, Mr. Conover outlined the following referrals from the Health, Human & Social Services Committee:

- 6A) *Countryside Adult Home*- Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide/P#4 from eight hours to twenty-four hours per week.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

- 6B) *Office for the Aging*- Request to amend the Table of Organization and Salary Schedule to temporarily increase the hours of the Typist/PT from twenty-five to thirty hours per week for no more than a three month duration.

Motion was made by Mr. McDevitt, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Mr. Conover apprised Agenda Items 7A-B pertained to the following referrals from the Park Operations & Management Committee:

- 7A) Request to appropriate \$827.36 from Budget Code A.691.07, *Deferred Revenue - Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Gaslight Village Property, Repair & Maint.- Bldg/Property*, and authorize reimbursement to the Village of Lake George for maintenance and supply costs associated with the Gaslight Village Property.
- 7B) Request to amend the County Budget in the amount of \$2,970 to reflect the receipt of insurance recovery payment for repairs to a damaged light post on Festival Commons property.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 16<sup>th</sup> Board Meeting.

Mr. Conover apprised that Agenda Item 8 pertained to a referral from the Public Works Committee, *DPW*, concerning a request to increase Capital Project H353, *County Bridge Asbestos Abatement & Painting Project*, in the amount of \$94,600.

Ms. Braymer inquired which bridge this pertained to and Mr. Simpson responded that he was unsure but would get back to her with an answer. Mr. Conover advised going forward the locations for requests such as this one needed to be identified.

Motion was made by Mr. Girard, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Privilege of the floor was extended to Chairman Geraghty as the Acting County Administrator to address Items 9A-B, Requests/Items to be Discussed by the County Administrator, as follows:

- 9A) Journal Report of Transfers approved by County Administrator staff since the last meeting.

Chairman Geraghty announced this was a review of the transfers for the Committees information and no action was required.

- 9B) Establishment of Standard Work Day for all County employees.

Chairman Geraghty reported that they had received a letter from the Office of the New York State

Comptroller advising that it was necessary to amend the resolution that established the standard workday for some County employees to include all County employees. He informed that Ms. Figueroa was working with the County Attorney's Office on drafting the resolution.

Mr. Conover apprised that Agenda Item 10 pertained to a request from the County Attorney to charge off uncollectible debt at Westmount Health Facility. Mary Elizabeth Kissane, *Assistant County Attorney*, stated that they had been working to try and collect debt accumulated at Westmount Health Facility from some of the residents; however, she noted, included within the Agenda packet was a listing of the debts they believed were uncollectible which totaled \$9,702.86. She informed an executive session would be required if there were specific questions regarding this debt. She mentioned there could be additional debt for next year that needed to be charged off, as well.

A discussion ensued following which a motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 16<sup>th</sup> Board Meeting.

Returning to Agenda Item 8, Mr. Conover announced the request pertained to work for three bridges, two of which were located in the Town of Johnsburg, and the third was in the Town of Stony Creek.

Moving on, Mr. Conover advised there was no action to be taken with regard to the Pending Items section of the agenda.

Concluding the agenda review, Mr. Conover noted Section VI. included a listing of the vacancies approved for filling by the various oversight Committees since the last Finance, Personnel & Higher Education Committee meeting.

Mr. Braymer questioned how the transition to Jaeger & Flynn for health insurance broker services was going and whether any issues had arisen. Ms. Figueroa advised that the issues that were brought forward pertained to timing and communication which were normal occurrences during open enrollment; however, she noted, nothing out of the ordinary had come to her attention.

A discussion ensued concerning Jaeger & Flynn Associates and whether they would be working with the County to become fully self-insured as the previous broker had been working towards, following which it was determined that Jaeger & Flynn Associates would be meeting with the County on a quarterly basis to work with them on future plans for health insurance.

Mr. Simpson stated that the particular roads referred to in Agenda Item 8 were as follows: Thirteenth Lake Road in the Town of Johnsburg; Denecker Road in the Town of Stony Creek; and Hudson Street in the Town of Johnsburg.

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded by Mr. McDevitt, Mr. Conover adjourned the meeting at 9:59 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board